

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT

**ON-LINE CREDIT CARD PAYMENT PROCESS**

The Internet Credit Card Processing system allows attorney filers to pay for filing fees over the internet. *Debtor* Credit Cards will not be accepted. A receipt number will be issued immediately upon charging the credit card. Credit card transaction payment history, outstanding payments due to the court and online payments of unpaid balances can be viewed and/or paid at any time.

***In order to use the Credit Card Processing system, the filer must use a 128-bit encryption browser.***

**How it works**

Upon completion of e-filing a pleading which requires a filing fee, a pop-up credit card payment window will appear on the screen overlaying the CM/ECF Notice of Electronic Filing. This screen will show the new filing fee charge and any other outstanding CM/ECF filing fees. You must click "Pay now or Continue Filing".

**Pay Now selection**

If you choose "Pay Now", you will be connected to the U.S. Treasury site and prompted for the following credit card information: Type of Card (i.e. Visa), card number, card expiration date. (***Note: The system does not retain your credit card account information.***) The system will accept American Express, Discover, Diner's Club, VISA credit and debt cards and MasterCard. After you enter this information, you will submit the payment for processing. If the transaction is approved, you will receive a transaction completion message showing the amount of the transaction and the transaction number.

**Possible error messages**

**If you do not use a 128-bit encryption browser, the following message appears:** *Insufficient encryption, not correct key link size.*

**If you enter an invalid credit card number, the following message appears:** *the credit card you have entered is invalid. Please check number and try again.*

**If you make three consecutive errors in data entry, the following message will appear:** *We are unable to complete your transaction, please contact your local court for assistance.*

**If your payment is declined, do not call the court.** *Contact the card-issuing bank to determine why the card was declined.*

### **Continue Filing selection**

If you click “continue filing” it allows you to continue filing in CM/ECF and accumulate filing fees. This way you can pay all the filing fees at once upon completing filing for the day. If you choose this option you will be returned to CM/ECF to continue filing. Note: All accounts should be paid in full by the close of the business day that the fee was incurred.

Upon completion of each additional filing, the pop-up credit card payment window showing a summary of the outstanding charges will appear overlaying the CM/ECF Notice of Electronic Filing screen. To close your account at any time, click the Pay Now option and proceed as instructed in the “Pay Now” selection.

### **Internet Payments Due Report**

You may close out your account at anytime by running the Internet Payments Due Report. This allows you to review and pay all outstanding (pending) fees without having to docket another pleading or open another case. If there are no pending filing fee charges for the attorney, the message “There are currently no outstanding charges appears”.

### **Internet Payment History**

The Internet Payment History report allows you to review your completed credit payments over any specified period of time. This report may be helpful to run for reconciliation purposes.

### **Transaction History**

The Transaction History report allows you to review your filing fee transactions over any specified period of time. We recommend that you run this report after you file any document that requires a filing fee. If you catch any errors (such as duplicate filings) and let us know the same business day of the filing, we can usually fix the problem and you can avoid duplicate charges.

### **Payment Errors**

If you suspect a payment is incorrect contact the clerk’s office.